



County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



LEROY D. BACA, SHERIFF

December 2, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**AMENDMENT TO INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER  
AGREEMENT (ITSSMA) WORK ORDERS N7E-0077 AND N7E-0071 FOR  
TECHNICAL CONSULTING SERVICES FOR THE LOS ANGELES COUNTY  
SHERIFF'S DEPARTMENT'S CUSTODY AUTOMATION PROJECTS**

This letter is to notify your Board of our intent to request the Internal Services Department (ISD) to extend ITSSMA Work Orders N7E-0077 with Carr Consulting and N7E-0071 with CF Systems from December 31, 2008, through December 31, 2009, and add \$240,000 and \$150,000 respectively to bring the Custody Automation projects total to \$1,378,000. In accordance with the ITSSMA guidelines, prior Board notice is required for projects that exceed \$300,000.

**BACKGROUND**

The Los Angeles County Sheriff's Department (Department) has undertaken a multi-year initiative to improve information technology support to its Custody Divisions. Several system projects have already been developed and placed into production. However, there are major projects still under development including, but not limited to, the remaining phases of the Jail Information Management System (JIMS), enhancements to the Jail Health Information System (JHIS), Automated Video Arraignment and Visitation project (AVVS), GPS Offender Monitoring project (LACOMS), and the Employee Scheduling System (AESS). All of these new and enhanced systems are planned for continued development during the 2009 calendar year.

JIMS is a mission critical application to replace the antiquated mainframe system, Automated Justice Information System (AJIS). This system handles the booking of

*A Tradition of Service*

arrestees for most law enforcement agencies in the County and also supports inmate management for the Department. Only Phase 1 of JIMS has been implemented. Development of Phase 2 is planned to begin in the first quarter of 2009. The JHIS has been successfully implemented and is in full production. However, several enhancement projects are planned to further improve the delivery of health care services to the inmate population. The other systems identified, AVVS, LACOMS, and AESS are custody priority applications in the project initiation stage. All involve the use of Commercial-off-the-Shelf (COTS) application software packages that will be procured through the Request for Proposal (RFP) and competitive bid process.

These ITSSMA Work Orders provide for continued technical consulting services on a time and materials basis in the planning, defining, designing, and monitoring of the development and implementation of these custody applications during the remainder of 2008 and throughout 2009. The JIMS Phase 2 application is large and complex and will require three to four years to fully implement. Consequently, additional extensions to these Work Orders after 2009 will likely be required.

### **SCOPE OF WORK**

There is the continued need for specialized expertise and technical consulting services to support the development of these complex applications. Carr Consulting and CF Systems (Consultants) will assist in the documentation of business problems and the development of solicitation documents such as Requests for Information (RFI) and RFP's. Additionally, the Consultants will support strategic planning, software acquisition, contract negotiations, application and technical architecture development, quality assurance, and implementation of jail systems. Major tasks to be accomplished under the amended work orders include:

1. Project initiation and software acquisition: Assist in the preparation of RFP, RFI, IFB, and other solicitation documents in support of the acquisition of hardware, software, and services for custody automation projects.
2. Review and quality assurance of project deliverables: Work with the Department's Data Systems Bureau (DSB), and Custody Division, and application software vendors to review, from a quality assurance perspective, the definition, scope, description, and analysis of key deliverables. The results of these quality assurance reviews are documented and feedback provided to DSB and Custody Division.
3. Application and technical architecture definition: Assist the Department in the development of application and technical architecture for the jail projects, including hardware, software, and network requirements, to support project development and implementation. In coordination with the vendors and Department's DSB staff, evaluation of hardware and software alternatives is conducted as a component of this task.

**JUSTIFICATION**

The custody automation projects are complex and require specialized external resources to augment the Department's technical capabilities. The consultant services provide experienced professionals with technical expertise in the target computing environment, and extensive experience with jail and other criminal justice systems. This outside resource is important to ensure that these projects, as identified in the Business Automation Plan, result in more comprehensive and effective jail information systems, all of which reduce risk and liability to the County. The Consultants have the appropriate expertise to assist with the custody automation projects earmarked for development in 2009. External expertise is required to provide project planning, identify user requirements, define technical architecture, and prepare and evaluate the RFP in relation to the new justice system projects previously mentioned. The Chief Information Officer will work with the ITSSMA Consultants and the Department's DSB to plan for knowledge transfer and training of the Department's staff to begin phasing out their reliance on these ITSSMA contractors in future years.

Funding under the current work orders will last only through December 2008. These Amendments allow for additional hours on a time and materials basis to provide the necessary technical consulting services under the auspices of the Department's project director. It will also extend the work orders through the 2009 calendar year.

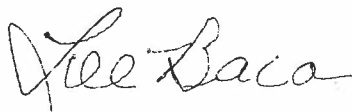
**FISCAL IMPACT**

The Consultants' hourly rate will remain the same through the Amendment period. The additional funds of \$390,000 combined with the prior amount of \$988,000 create a new total project amount of \$1,378,000, which is within the scope of the Department's Business Automation Plan, and is included in the Department's Fiscal Year 2008-2009 budget.

There is a two-week time frame from the date of this notice for Board review and comment. If none is received, the Department will notify ISD to proceed with the Amendment. If there are any questions regarding this matter, please contact Lieutenant Rick Myers, at (562) 345-4188.

Sincerely,

REVIEWED BY:



LEROY D. BACA  
SHERIFF



RICHARD SANCHEZ  
ACTING CHIEF INFORMATION OFFICER

## ITSSMA WORK ORDER CHECKLIST

Department Name: Los Angeles County Sheriff's Department

Contact Person/Phone: Lieutenant Richard C. Myers (562) 345-4188

Project Name: Custody Automation Projects

Estimated Work Order Cost: Add \$240,000 Duration: Additional 2 + years

Check all applicable responses below and include explanations where requested (attach additional pages as necessary).

### TIME & MATERIAL WORK ORDER - FOR GENERAL SUPPORT NOT RELATED TO A SPECIFIC PROJECT

(Does not require CIO approval)

How many consultants will be required? One for this work order

How long will the consultants be required for? At least 2 additional years

How many ITSSMA consultants are currently on board? 2 (including this work order)

Explain why you are using ITSSMA Contractors rather than County staff for this function.

These are complex, mission critical applications for the custody requiring specialized expertise, particularly during development life cycle, that are not available at Data Systems Bureau.

Does your department have staff that can provide services? YES ☐ NO ☒

Does your department have open budgeted positions? YES ☒ NO ☐

If no, will you be requesting these position(s) in budget? YES ☐ NO ☐

If Yes, what FY? \_CURRENT\_ Have you tried to fill with in-house staff? YES ☒ NO ☐

Do you anticipate the cost of the contracting services to exceed \$300,000 based on the technical need? YES ☒ NO ☐

Is mentoring County Staff in a specific technology part of the contract? YES ☒ NO ☐

What will you do at the end of this work order if staff has not yet been recruited (e.g., re-bid, sole source extension request, etc.).

If required, re-bid or request an extension. This decision will be made at the end of this extension. In the interim, all efforts are being made to fill current openings and acquire additional specialized positions. I currently have a 29% vacancy factor in IT staffing in my unit.

## ITSSMA WORK ORDER CHECKLIST

Department Name: Los Angeles County Sheriff's Department

Contact Person/Phone: Lieutenant Richard C. Myers (562) 345-4188

Project Name: Custody Automation Projects

Estimated Work Order Cost: Additional \$150,000 Duration: Additional 2 + years

Check all applicable responses below and include explanations where requested (attach additional pages as necessary).

### TIME & MATERIAL WORK ORDER - FOR GENERAL SUPPORT NOT RELATED TO A SPECIFIC PROJECT

(Does not require CIO approval)

How many consultants will be required? One (1) for this work order

How long will the consultants be required for? At least an additional 2 years

How many ITSSMA consultants are currently on board? Two (2) including this work order

Explain why you are using ITSSMA Contractors rather than County staff for this function.

Unable to hire staff with specialized technical skills, required to support this project. Numerous job bulletins failed to produce a candidate with these skill sets.

Does your department have staff that can provide services? YES ☐ NO ☒

Does your department have open budgeted positions? YES ☒ NO ☐

If no, will you be requesting these position(s) in budget? YES ☐ NO ☐

If Yes, what FY? \_\_CURRENT\_\_ Have you tried to fill with in-house staff? YES ☒ NO ☐

Do you anticipate the cost of the contracting services to exceed \$300,000 based on the technical need? YES ☒ NO ☐

Is mentoring County Staff in a specific technology part of the contract? YES ☒ NO ☐

What will you do at the end of this work order if staff has not yet been recruited (e.g., re-bid, sole source extension request, etc.).

If required, re-bid or request an extension. This decision will be made at the end of this extension. In the interim, all efforts are being made to fill current openings and acquire additional specialized positions. I currently have a 29% vacancy factor of IT staff in my unit.